



JOB DESCRIPTION

(ESM, PAT, COMOT, LTC, POLE, & SAM CATEGORIES)

State Form

Agency: Northwest Indiana Regional Development Authority

Job Title: Grants Coordinator

Working Title (if different from above): Grants Manager

Reports To: Chief Operating Officer

FLSA Status: ☒ Exempt ☐ Non-Exempt (OT Eligible)

Summary:

The Grants Coordinator assists on all grant activities including active, inactive, prospective and closed grants. The Grants Coordinator is an integral part of the RDA's grants administration program which covers different and varying grants affiliated with the RDA. This position provides administrative assistance in the RDA's grant application process which is defined in the Agency's Policy and Procedures Manual. This position provides dedicated grant management monitoring and performs special assignments and duties related to the multi-faceted scope of the RDA including activities and interactions with various staff and consultants to the RDA. This position conducts all grant administration activities, information mining and communication activities to enhance the current system.

Essential Duties/Responsibilities:

- Provides resource information to potential recipients on types of grants available, RDA requirements for obtaining grants and the process of applying for grants
- Reviews request for fulfillment of program objectives
- Updates the RDA's policies and procedures related to the Grants Management Program
- Assists potential recipients in the grant application process making recommendations on possible changes if needed and frequently writing and/or reviewing grant applications for completeness
- Communicates status of grant applications to Chief Operating Officer and makes recommendations when appropriate
- Maintains all grantee files including active, inactive, prospective and closed grants
- Researches new grants available and new and existing regulations for use in assisting and reviewing grant application recipients to further leverage the RDA's potential investment
- Maintain coordination with grantees and other stakeholders to further facilitate the RDA's role in financial and project progress monitoring
- Actively pursues federal grants and coordinates the federal funding process. Coordinates received federal grants in accordance with all applicable federal and state laws, rules and regulations, which may require the RDA to provide or create supporting policy, procedures and technical documents beyond those currently defined as part of the RDA's grant administration program.
- Review all submitted applications for funding, request additional information, and properly submit applications to Chief Operating Officer for further review. Work closely with Chief Operating Officer/consultants to prepare final submittal of funding applications to Board of Directors.
- Administer the grant agreement process. Review agreements for accuracy. Communicate with attorneys and town/city representatives the processes and procedures. Collect all necessary signatures and follow up with additional requirements set forth by Board of Directors. Once agreements are executed between all parties, collect invoices and begin the review/audit stage of remitting payment.

- Review all grantee invoices as part of the RDA's financial oversight. Provide a financial analysis to ensure all expenditures are aligned with the RDA's policies and procedures. Contact designee for the grantee for additional information and clarification.
- Performs other related duties, special projects and training as assigned.

Job Qualifications:

- Bachelor degree preferred, or equivalent to completion of four years of college-level coursework and at three years of professional experience in the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above;
- At least 2-3 years experience working with various types of grants
- Excellent verbal communication and customer service skills;
- Solid computer skills (MS Office software) with fast and accurate typing;
- Ability to maintain working cooperative relationships;
- Ability to maintain confidentiality;
- Ability to maintain organization of records; assist in the records retention process;
- Follow applicable federal and state laws, policies, procedures, regulations, rules, etc.

Supervisory Responsibilities/Direct Reports:

The Grants Coordinator reports directly to the Chief Operating officer.